

Meeting Information

Meeting Name: AP - Matching 2
Scribe: DeVal Lott
Facilitator: Kyle Morton
Date: March 9, 2005
Time: 1:00pm – 4:00pm
Location: Suite 1616 West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, * Other

	Name	Organization/Department	Substituting For
-	David Childers	DOE	
-	Laurel Shugart	DTAE	
+	Denise Thompson	DTAE	
+	Denise Vlasak	DTAE	
-	John Sartain	DHR	
+	Amy Morgan	DHR	
-	Gary McElroy	Pardon & Parole	
+	Dorothy Tarrer	DMVS	
+	Van Green	DOT	
-	Kathy Morey	DCH	
+	Chris Thomas	Forestry	
-	Sherry Carr	DJJ	
+	Anita Hunnicutt	DOAS	
+	Debra Blount	DOAS	
-	Travis Kennedy	Corrections	
+	Jamie Ruff	Corrections	

	Name	Organization/Department	Substituting For
+	Charles Petty	DOAS	
+	Renee Martin	DOAS	
+	Rhonda Henslee	DNR	
+	Norma Routh	DNR	
+	Pearl Bailey	DHR	
+	Malvin Vaughn	GTA	
#	Cynthia Franklin	DOE	David Childers
*	Jayne Neal	DOAS	
*	Matt Carter	DOAS	
Project Staff			Role
	Kyle Morton	Accenture	AP/PO Lead
	Henrietta Adams	SAO	AP Lead
	Rick Housworth	SAO	PO Lead

Agenda

Item No.	Topic	Presenter
1.	Introduction	Kyle Morton
2.	Meeting Handouts	Kyle Morton

Item No.	Topic	Presenter
3.	Topics for Discussion <ul style="list-style-type: none"> • Under Tolerances • Price & Extended Price Exceptions (P and E rules) • Receiving Exceptions (R rules) • Life to Date Rules (V rules) • Item Rules (L rules) • System Rules (S rules) • Exceptions Reports • Match Manager • Exception Resolution 	Rick Housworth
4.	Conclusion	Kyle Morton

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2	Introductions were made by the group and the handouts were distributed and discussed.
3	Topics for Discussion

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
3A	<p>Under Tolerances</p> <p>The “under” tolerance will prevent data entry mistakes from making a match between the purchase order and the voucher.</p> <p>The “over” tolerance was determined to be set at 10% or \$100 whichever is less restrictive. The “under” tolerance will be set at 10% or \$100 whichever is less restrictive, and also will not affect “service” type purchase order lines.</p> <p>Group Consensus: Setting the “under” tolerance at 10% or \$100 will work for the agencies.</p> <p>General Discussions held:</p> <p>This topic generated discussion relating to the addition of lines on a purchase order that would not be tied to the matching process. DOAS wants a report or query that will display purchase order lines that were not originally set up on the purchase order that didn’t copy to the voucher. (See Action Item # 1)</p> <p>Freight charges were discussed and it was suggested that DOAS State Purchasing have one NIGP code for Freight (they currently have approx. 4 NIGP codes for freight). (See Action Item # 2).</p> <p>SAO will need to determine policy and procedures on handling Freight charges. Discussion ensued on whether or not freight charges should be added to the cost of the line item or not. It was determined that if the product is an asset, the freight charges would be added into the cost of the product. If the purchase is not an asset, we would not add freight to the cost. Maybe have two chart of accounts for freight, one to use with assets and one to use without assets. (See Action Item # 3)</p> <p>It was reiterated that each agency would be responsible for the match exception resolution.</p>

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3B	<p>Price and Extended Price Exceptions (P and E rules)</p> <ul style="list-style-type: none"> • Rule P100 – Voucher Price <> PO Price (no tolerance specified) – This rule would be used for contracted items. PO price must match voucher price exactly. It was determined that each contract could have its own tolerances. • Rule P400 – Converted Voucher Price <> PO Price +/- % Tolerance • Rule P500 – Voucher unit price <> PO Price +/- Price Tolerance • Rule E100 – Voucher Merchandise Amount Extended <> PO Merchandise Amount Extended +/- Extended Price Tolerance • Rule E200 – Voucher Merchandise Amount Extended <> PO Merchandise Amount Extended +/- % Extended Price Tolerance • Rule E250 – Voucher Extended Amount <> PO Extended Amount (no tolerances specified). This rule would apply to contracted items.
3C	<p>Receiving Exceptions (R rules)</p> <ul style="list-style-type: none"> • Rule R500 – No Receipts Exist – there is an existing purchase order, but no receipts have been entered. • Rule R600 – Unmatched Receipts Exist (the system finds receipts associated with this purchase order, but can't decide which receipt to use for matching). This rule would apply when copying from a purchase order versus copying from a receipt. • Rule R650 – Amount Only Matching – Receiver line amount is not equal to voucher line amount. This rule would apply to service lines on the purchase orders. All Service type lines must match the voucher exactly. • Rule R900 – Total Voucher Line Received Quantity > Accepted Quantity – Voucher line is more than the accepted quantity on the receipt. This rule would apply when copying from a receipt or purchase order. • Rule R950 – Total Line Invoiced Quantity <> Sum of Associated Receipts Accepted Quantity. This rule would apply to billing differences between the voucher and the purchase order.

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3D	<p>Life to Date Rules (V rules) (tracking of multiple vouchers against one Purchase Order)</p> <ul style="list-style-type: none"> • Rule V200 – Life to Date Voucher Quantity > PO Quantity + % Tolerance • Rule V300 – Life to Date Voucher Amount > PO Amount (no price tolerance specified). This rule looks to line items. • Rule V400 – Life to Date Voucher Amount > PO Schedule Amount + % Tolerance • Rule V500 – Life to Date Voucher Amount > PO Schedule Amount + Tolerance
3E	<p>Item Rules</p> <ul style="list-style-type: none"> • Rule L100 – Voucher Item <> PO Item – discussion of this rule generated a request from DOAS State Purchasing to place an NIGP code on non-purchase order vouchers. (See Action Item # 4) • Rule L200 – Voucher Item <> Receipt Item – this rule is used for non-purchase order receipts and is rarely used.
3F	<p>System Rules</p> <ul style="list-style-type: none"> • Rule S210 – Invalid Purchase Order Status – the purchase order must be approved and dispatched. System rules can not be overridden in the Match Manager.
3G	<p>Exceptions Report</p> <p>The 8.8 delivered match exceptions report (crystal report) was distributed and discussed. As delivered, this report can not be run by business unit. A modification would have to be made if we use this report. (See Action Item # 5).</p> <p>We also discussed the 7.02 match exceptions SQR report. A copy was distributed and it was decided that going forward, we need a combination of both the delivered report and the SQR report that was created.</p>

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3H	<p>Match Manager</p> <p>The Match Manager may be used to review all vouchers that have a match exception, or it can be used to un-match a voucher that should not have matched. Used for analysis of data prior to error resolution.</p> <p>Match Override</p> <p>Powerful tool. Access should be limited for override capability. System will track who performs the override function. Comments may be added. Override is performed at the voucher line level. A discussion ensued concerning the security needed to be able to override match exceptions at the agency level. (See Action Item # 6)</p> <p>Un-Matching Vouchers</p> <p>Vouchers may be un-matched if necessary. Access is controlled by security. Users can not un-match a paid voucher.</p> <p>During this discussion a question was raised about how to un-match a voucher that had been previously paid. (See Action Item # 7)</p>

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3I	<p>Exception Resolution</p> <ul style="list-style-type: none"> • Change Orders – If it is determined that the match exception is received because the purchase order price is incorrect, a change order may be processed on the purchase order. The purchase order would be re-dispatched and the voucher will go through the matching process again in order to clear the exception. • Update Receipt – Depending on the rule that was broken during the matching process, the receipt may need to be entered, or the receipt may need to be opened and changed. The receipt may not be lowered below the quantity or amount that has already been matched on the receipt line. • Update Voucher – It may be necessary to update the voucher price, quantity and/or the amount on the voucher line. The voucher would need to proceed through the matching process during overnight processing. If the voucher was created by copying in the purchase order, and not the receipt, it may be necessary to manually associate the receipt line to the voucher line. • Override Exception – the voucher may be overridden from the Match Manager if the user has the security needed to override match exceptions. An individual exception or all exceptions may be overridden at one time. It was recommended that comments be placed on the voucher as to why the exception is being overridden in the Match Manager for auditing purposes. This voucher would have to go through the matching process during overnight processing.
4	<p>Conclusions</p> <ul style="list-style-type: none"> • The “under” tolerance would be set at 10% or \$100, as is the “over” tolerances. • A modification would be made to the delivered Match Exceptions Report if we decide to use it instead of the SQR report currently used in version 7.02 • Policies and Procedures need to be written concerning how to handle freight in the system

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/9/05	Query/Report for all lines not originally on a Purchase Order (capture non-PO related data)	Requirement #622 in Project Workbench.
AI2.	3/9/05	One NIGP code for freight (State Purchasing)	State Purchasing will follow up with their recommendation by 5/31/05.
AI3.	3/9/05	Freight policy from SAO – meeting requested	SAO preference is for freight to be charged to one chart of account. Research pro-rate to expense account. This will also be discussed in voucher session.
AI4.	3/9/05	Item field on voucher and PO Voucher to be used for NIGP codes for non-PO related activity.	Adding the item number overlays the voucher description with the item description. It would also require that all item categories be added to the item table which would result in double the amount of maintenance and also allow users to pick 5 digit codes as the item number on PO's. Some attendees commented on their evaluation forms that they would not want to have to enter this information on the voucher. Logged as requirement #623.
AI5.	3/9/05	Match Report – revamp report currently used	Requirement #624.
AI6.	3/9/05	BCM Online and Match Override access.	Research security classes
AI7.	3/9/05	Voids with matching.	After a payment is voided, a voucher can be unmatched.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There are no parking lot items for this session

Agency Responses

Action Item #	Agency Response
AI1	<p>Received from Jamie Ruff - Department of Corrections</p> <p>I have a couple of comments about this one. Below I have copied and pasted a paragraph from page 4.</p> <p>This topic generated discussion relating to the addition of lines on a purchase order that would not be tied to the matching process. DOAS wants a report or query that will display purchase order lines that were not originally set up on the purchase order that didn't copy to the voucher. (See Action Item # 1)</p> <p>In my opinion, this paragraph doesn't accurately describe the issue. The issue is when lines are added to a PO voucher instead of creating a PO Change and then copying all PO lines into the voucher. So, what DOAS and I would like is a query that would display voucher lines added to a PO voucher but not associated with the PO.</p> <p>On page 9, it states that some added a comment on their evaluation that they would not want to have to enter NIGP info on vouchers. I don't think I put that on my evaluation, but I should have. My agency does not want to have to enter NIGP codes on vouchers.</p> <p>Please let me know if you need further information. Thank you. Jamie</p> <p>Jamie Ruff, CPPB Purchasing Section Georgia Dept of Corrections phone: 404-656-6577 fax: 404-657-4399</p>